**Creating Your Outline**

Writing an outline helps you organize your ideas and put them in a logical form and sequence before you write your paper. The following outline type, called alphanumeric because it uses both letters and numbers, is the most common.

# I. Outlining Steps

## A. Pre-research to become familiar with your topic

## B. List the ideas you want to include

## C. Group related ideas together

## D. Arrange your ideas logically to show their relationship

## E. Change your outline as you find new material and discover new

## ideas

## II. Outlining Structure

## Use parallelism correctly

## If you begin I. with a noun, begin II. with a noun

## If you begin A. with a verb, begin B. with a verb

## B. Use division properly

1. If you have I., you must have II.

2. If you have A., you must have B.

## C. Use subordination correctly

1. Info labeled I., II., III. should have the same significance

2. Info labeled A., B., C. should have the same significance

3.Divisions move from general to more specific

a. A. is more specific than I.

b. 1. is more specific than A.

c. a. is more specific than 1.

**Scroll down for the Outline Example**

**Outline Example**

**There is no limit to the number of divisions and subdivisions. For example purposes, this paper represents a five-paragraph paper.**

Research question:

Thesis statement:

I. Introduction (introductory paragraph)

A. Opening, attention grabber, hook, anecdote, surprising fact, or example

B. Background information

C. Thesis statement (turn your research question into a statement)

II. First Subtopic (1st body paragraph)

A. First Point

1. First supporting detail

a. specific evidence or example and explanation

b. specific evidence or example and explanation

2. Second supporting detail

a. specific evidence or example and explanation

b. specific evidence or example and explanation

3. Third supporting detail

a. specific evidence or example and explanation

b. specific evidence or example and explanation

B. Second Point

1. First supporting detail

2. Second supporting detail

3. Third supporting detail

III. Second Subtopic (follow as in II) (2nd body paragraph)

IV. Third Subtopic (follow as in II) (3rd body paragraph)

V. Conclusion (concluding paragraph)

A. Restate Thesis

B. Summarize Main Points

C. Final Thoughts

D. Call to Action, if Appropriate